



Student Internship (Unpaid) – Office of Public Affairs

Position Located in Downtown Sacramento, CA

Under the general direction of the Tax Services Specialist, External Affairs Department, the incumbent performs editing, writing and proofreading duties. The student intern is responsible for writing basic draft press releases using boilerplate language, and proofreading/editing more complex press releases and public communications. In addition, other duties may include tracking earned media, database management, compiling relevant news articles for daily distribution to BOE employees, taking calls from media representatives, Board Members and BOE staff, and relaying media requests to the Deputy Director, External Affairs Department.

This position can range from 8 to 20 hours per week.

In a learning capacity, the Student Intern will:

60% Writing, proofreading, and editing draft public and internal communications.

20% Database management, tracking earned media and compiling quarterly earned media summary reports, compilation of daily news articles.

10% Writing up media inquiries for action by the Office of Public Affairs staff or the Deputy Director, External Affairs Department.

10% Screen incoming telephone calls and visitors. Sort correspondence and distribute to staff.

Knowledge of:

- Basic mathematical computations
- Grammar, spelling, punctuation, and modern English usage
- Techniques for writing draft press releases and news copy
- Research techniques
- Techniques for effective interpersonal, written and telephone communications
- Personal computer software (MS Office Suite, Adobe Acrobat)

Ability to:

- Write, edit and proofread draft press releases and correspondence
- Complete work accurately and complete assignments under stringent deadlines
- Manage competing and dynamic priorities
- Identify problems and relate them to Communications Office staff
- Speak and write effectively
- Follow oral and written directions
- Work in high-rise building

Desirable Qualifications:

- Good proofreading skills
 - Strong writing and editing skills
 - Good communication and public relations skills, and ability to work in a team environment
 - Spanish, Mandarin, Cantonese or other language
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- ***Candidate must be able to form the essential functions of the job functions with or without reasonable accommodations.**

Requested start date – September 2013

Send Resume for consideration to: Carmen.garcia@boe.ca.gov - Student Internship Coordinator.